

PeopleSoft Printing the State Leave Balance Report

August 22, 2006



REQUESTING A STATE LEAVE BALANCE REPORT

Use the following navigation to 'State Leave Balance Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

Main Menu>ND State Applications>Reports>State Leave Balance Report.

A screenshot of the "State Leave Balance Report" form. The title "State Leave Balance Report" is at the top. Below it are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected, and an arrow points from it to a text input field labeled "Run Control ID:". Below the input field is a yellow "Add" button. At the bottom, there are two links: "Find an Existing Value" and "Add a New Value".

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The following screen shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). This report can only be run for the current month, so there is no Pay Period End Date. Click 'Run'.

The following screen shows the parameters for the job. The Server Name should be 'PSNT' and you will need to check the box in front of "Leave Balance Report." Then click 'OK' and you will be returned to the previous screen.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Leave Balance Report	NDSP204J	PSJob	(None)	(None)	Distribution

When you're returned to this screen, click on 'Process Monitor' to view the status of the report.

Leave Balance Report

Run Control ID: 110
[Report Manager](#)
[Process Monitor](#)

Business Unit:

Click on 'Refresh' periodically until the 'Run Status' shows 'Success.' Then click on '**NDSP204J**' to go to the Process Detail page.

Process List [Server List](#)

View Process Request For

User ID:
Type:
Last: Days

Server:
Name:
Instance: to

Run Status:
Distribution Status:
☒ Save On Refresh

Process List

[Customize](#) | [Find](#) | [View All](#) | 1-4 of 4

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	379962		PSJob	NDSP204J	Iberger2	08/22/2006 4:33:01PM CDT	Success	Posting	Details
<input type="checkbox"/>	379953		Crystal	NDSPR207	Iberger2	08/22/2006 10:25:50AM CDT	Success	Posted	Details
<input type="checkbox"/>	379947		SQR Report	NDSPR21	Iberger2	08/22/2006 8:22:11AM CDT	Success	Posted	Details
<input type="checkbox"/>	379944		PSJob	NDSP201J	Iberger2	08/22/2006 8:22:11AM CDT	Success	Posted	Details

[Go back to State Leave Balance Report](#)

[Process List](#) | [Server List](#)


When you come to the Process Detail screen, click on "NDSPR204" to get the next screen with the report file name.

Process Detail


Process Name: NDSP204J **Refresh**

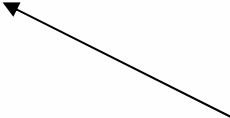
Main Job Instance: 379962

Left | Right

 [379962 - NDSP204J Success](#)

 [379963 - NDSP204S Success](#)

 [379964 - NDSPR204 Success](#)



Return


Then click 'View/Log Trace' to get to the PDF file.

Process Detail

Process	
Instance: 379964	Type: Crystal
Name: NDSPR204	Description: NDSPR204
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: 110	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 08/22/2006 4:33:06PM CDT	Parameters Transfer
Run Anytime After: 08/22/2006 4:33:01PM CDT	Message Log
Began Process At: 08/22/2006 4:34:31PM CDT	Batch Timings
Ended Process At: 08/22/2006 4:34:40PM CDT	View Log/Trace



OK **Cancel**

Then click on NDSR204 XXXXX.PDF to open the report.

View Log/Trace

Report

Report ID: 1391

Process Instance: 458151

[Message Log](#)

Name: NDSR204

Process Type: Crystal

Run Status: Success

NDSR204

Distribution Details

Distribution Node: REFNODE

Expiration Date: 10/24/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	10/17/2006 9:42:10.443000AM CDT
NDSR204_458151.PDF	80,283	10/17/2006 9:42:10.443000AM CDT
pssqltrace.trc	490	10/17/2006 9:42:10.443000AM CDT

Distribute To

Distribution ID Type

Distribution ID

User

Return

The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.

4/13/2004

Business Unit: (0000)

Department ID: (0000)

State of North Dakota
Leave Balance Report

Page 1

Name	Emplid	Service Yrs Ann Ser Mo	To Cncl	C/O	Annual Leave Hours				C/O	Sick Leave Hours				C/O	Comp Time Hours				FSL YTD Tkn	MIL YTD Tkn
					YTD Ern	YTD Tkn	YTD Adj	Bal		YTD Er	YTD Tkn	YTD Adj	Bal		YT Ern	YT Tkn	YT Adj	Bal		
State of ND	1000000	5 7			184.50	40.00	36.00	188.50	342.50	32.00	10.00		364.50						2.50	
State of ND	1000000	14 7			828.00	168.00	396.00	600.00	796.20	96.00	33.00		859.20	9.75		9.75				
State of ND	1000000	2 10			89.26	32.00		121.26	136.26	32.00	2.25		166.01	81.25		67.50	9.50	23.25		
State of ND	1000000	25 10			335.50	64.00	95.50	304.00	1,567.50	32.00	10.50	-16.00	1,573.00							
State of ND	1000000	6 10			214.87	40.06	21.00	-0.12	233.81	400.86	32.05	4.50	-0.10	428.31						
State of ND	1000000	25 5			321.88	64.09	33.00	-0.38	352.59	252.56	32.05	16.00	-0.23	268.37						
State of ND	1000000	6 7			123.67	40.00	88.00	75.67	200.67	32.00	26.50		206.17	0.63		10.00	9.75	0.38		
State of ND	1000000	1 8			52.00	32.00	32.00	52.00	29.25	32.00	26.50		34.75	5.10		8.00	15.75	12.85	8.00	
State of ND	1000000	7 9			154.54	48.00		202.54	180.29	32.00	20.00		192.29	48.75		62.75	16.00	2.00		
State of ND	1000000	18 4			286.45	56.00	23.00	319.45	183.79	32.00	8.75		207.04						7.25	
State of ND	1000000	13 9			174.05	56.00	44.00	186.05	631.08	32.00	11.00		652.08			14.00	14.00			
State of ND	1000000	22 6			217.10	64.00	84.00	197.10	1,093.83	32.00	26.00		1,099.83							
State of ND	1000000	27 4			262.78	64.09	88.25	-0.37	238.25	1,803.43	32.05	-0.18	1,835.29							